



Development Services Application Process

Step 1

- **Preliminary Application Conference - Fee: 0.00**
- Not required but highly recommended

Step 2

- **Zoning Change - Fee: \$450.00**
- **Yes** - Application and Fee → Processing and Public Notification → P&Z Public Hearing → CC Public Hearing 1st reading → 2nd Reading → Approved or Denied
- **No** - Continue to Step 3

Step 3

- **Preliminary Plan - Fee: \$500**
- **Yes** - Application and Fee → Processing → DRC Review → Admin Approval
- **No** - Continue to Step 4

Step 4

- **Drainage Report - Fee: \$250**
- **Yes** - Application and Fee → Review → Approved or Denied
- **No** - Continue to Step 5

Step 5

- **Public Improvement Construction Plans - Fee: \$250 + 1% of project cost**
- **Yes** - Application and Fee → Review → Construction or Surety → Admin Approval
- **No** - Continue to Step 6

Step 6

- **Platting - Fee: \$500**
- **Yes** - Final Plat → Application and Fee → Processing → DRC Review → P&Z Hearing → Approved or Denied
- **Yes** - Minor Plat → Application and Fee → Processing → DRC Review → Admin Approval
- **No** - Continue to Step 7

Step 7

- **Site Plan - Fee \$0 (Commercial Use Only)**
- **Yes** - Application → Processing → DRC Review → Admin Approval
- **No** - Continue to Step 8

Step 8

- **Building Permit - Fee: 3% of project cost**
- **Yes** - Application and Fee → Processing → Review → Admin Approval
- **No** - No further steps